

## **MADERA COUNTY**

### **PUBLIC HEALTH LABORATORY DIRECTOR**

#### **DEFINITION**

Under general direction, to manage, supervise, and coordinate the activities and operations of the Public Health Laboratory; to personally conduct and interpret both special and standard laboratory analyses; to direct and train other staff in laboratory procedures and testing; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates Public Health Laboratory functions and activities; selects, directs, supervises, trains, and evaluates assigned personnel; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; reviews the work of staff performing microbiological, immunological, and other laboratory tests and analyses; personally conducts and interprets both standard and special laboratory tests and analyses; reviews and evaluates laboratory testing and analytical procedures; implements the use of new laboratory methods and techniques; serves as a technical consultant to other Department and County staff; interprets and carries out policies and regulations directed by the Federal and State government; may assume responsibility for the operation and use of the Department's computer systems; assists with the preparation and administration of grants; maintains records and prepares detailed reports; coordinates cooperative educational efforts; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; provides administrative oversight and supervision of X-ray and Vital Statistics sections; promotes community utilization of the Public Health Laboratory; participates in departmental health education activities.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a public health laboratory program.

Principles of microbiology, serology, chemistry, physics, and related sciences.

General chemical, biological, and physical laboratory testing methods and procedures, including qualitative and quantitative analysis.

Pertinent Federal, State, and local laws, codes, and regulations governing public health laboratory testing.

Characteristics and problems involved with Public Health laboratory testing.

Sampling techniques and statistical analysis.

Care and maintenance of laboratory equipment.

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**Knowledge of:**

Principles and practices of budget development, preparation, and expenditure control.  
Laboratory and work safety methods and procedures.  
Principles of supervision, training, and performance evaluation.  
Principles and techniques of management and program administration.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate analytical instruments and equipment skillfully and safely.

**Ability to:**

Manage, supervise, and coordinate Public Health laboratory activities and operations.  
Plan, implement, and carry out a local Public Health testing and analysis program.  
Supervise, train, and evaluate assigned staff.  
Perform chemistry research and a variety of laboratory tests.  
Draw sound conclusions from laboratory analytical test and procedures, making appropriate recommendations regarding test results.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Participate in the development and preparation of the assigned budget and expenditure control.  
Oversee the preparation and presentation of operation and activities reports.  
Develop and make recommendations on the purchase and use of data processing equipment and software packages.  
Effectively represent the Public Health Laboratory and Health Department to the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible work experience in public health laboratory testing and analysis including three years of supervisory experience.

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**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, bacteriology, or a related field.

**License or Certificate:**

Possession of a valid Public Health Microbiologist Certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, and lift 50 lbs.; exposure to chemicals, explosive materials, and biological hazards.

**Effective Date:** May, 1995